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**PAW PAW DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
October 18, 2021**

President Sherry Bennett called the regular monthly meeting of the Paw Paw District Library Board of Trustees to order at 7:01 PM at the Paw Paw District Library.

Board members present were Sherry Bennett, Jeremy Davison, Julie Pioch, Suzanne Miller, Krystal Seibert, Brian Wiersma, Catey Bolton.

Staff present: Gretchen Evans, Director

Public in attendance: Jim Miller

**PUBLIC COMMENT**

Jim Miller representing Friends of the Library, reported over \$1400 sales for the Friends of the Library Book Sale held October 14 and 15.

**MINUTES**

A motion was made by Bolton and seconded to approve the minutes of the regular meeting of September 20, 2021. The motion was adopted.

**FINANCIAL REPORT**

The monthly financial report included:

- A custom summary report for September 2021 showing total income of \$13,758.18 and total expenses of \$110,541.82 for a net income of \$-96,783.64.
- Profit & Loss Budget vs. Actual income and expenses January through September 2021.
- Balance sheet as of 9/30/2021 showing total liabilities and equity of \$1,233,519.66
- A list of bills to paid for the period of 9/1/2021 to 9/30/2021 with total expenditures to be paid of \$110, 541.82. Included in the list were wages of \$34,867.40 and fringe benefits of \$6,014.05.

A motion was made by Miller and seconded to pay the bills as presented for the period of 9/1/2021 to 9/30/2021 with total expenditures of \$110, 541.82. The motion was adopted with a roll call vote. (Yes: Sherry Bennett, Jeremy Davison, Julie Pioch, Suzanne Miller, Krystal Seibert, Brian Wiersma, Catey Bolton; No: None).

**LIBRARY DIRECTOR REPORT**

Director Evans provided a written report of her activities for the month, an update on library operations and programs and a PPDL Statistics for the month of ~~August~~ *September*. Director Evans thanked the board members who volunteered for the Halloween themed event on Friday October 15. It was a rousing success.

46 **COMMITTEE REPORTS**

47

48 **Buildings & Grounds Committee:** Met on October 14, 2021. They reviewed snow plowing  
49 bids and recommend Hals Lawn Care. Painting bid for the restrooms is \$2700 from Silver  
50 Forest Contracting LLC. Other painting needs were discussed. The replacement exterior  
51 doors should be installed the week of October 18<sup>th</sup>. The prairie grass will not be cut this fall.

52

53 It was moved Bennett and seconded to continue to contract with Hals Lawn Care for snow  
54 removal for the 2021-22 Season. Motion passed.

55

56 **Finance:** Met September 28 to work on 2022 budget. It is recommended by the finance  
57 committee to adopt the budget presented by the director, the wage proposal proposed by  
58 the personnel committee and the chart of accounts as presented by business manager  
59 O'Donnell. Director Evans reminded the board that they need to set a public hearing prior  
60 to budget adoption.

61

62 It was moved by Pioch and seconded to set a public hearing for November 15, 2021, at 7:00  
63 to hear comments on the 2022 proposed budget. Motion passed.

64

65 **Personnel and Nominating:** No report

66

67 **Policy and Bylaws:** No report

68

69 **BOARD MEMBER REPORTS**

70

71 **NEW BUSINESS**

72 It was moved Bolton and seconded to adopt the Request for Proposal for a Strategic  
73 Planning Consultant as developed and presented by Director Evans. Motion passed.

74

75 It was moved by Miller and seconded to authorize opening a new checking account at  
76 Mercantile Bank for the purpose of accepting credit and debit cards electronically. The  
77 signers on this account will be the Catey Bolton, Gretchen Evans, Jennifer O'Donnell.

78

79 It was noted that these are the same signers on the library's other accounts at Mercantile  
80 Bank. Motion Passed with a roll call vote (Yes: Sherry Bennett, Jeremy Davison, Julie Pioch,  
81 Suzanne Miller, Krystal Seibert, Brian Wiersma, Catey Bolton; No: None).

82

83 It was moved by Pioch and seconded to adopt the 2022 Holiday Schedule as follows:

84 Saturday, January 1 (New Year's Day) closed unpaid

85 Monday, January 3 (replacement for New Year's Day) closed paid

86 Monday, May 30 (Memorial Day) paid

87 Monday, July 4 (Independence Day) paid

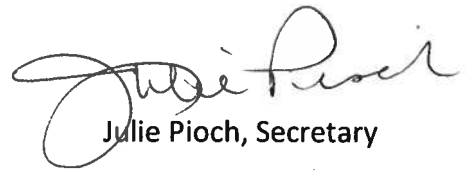
88 Monday, September 5 (Labor Day) paid

89 Wednesday, November 23<sup>th</sup> (Thanksgiving Eve - close at 5 pm) unpaid

90 Thursday, November 24 (Thanksgiving Day), paid

91 Friday, December 23<sup>th</sup> (replaces Christmas Eve) closed paid

- 92 Saturday, December 24th (Christmas Eve) closed unpaid
- 93 Monday, December 26 (replaces Christmas Day) closed paid
- 94 Friday, December 30 (replaces New Year's Eve) closed paid
- 95 Motion passed.
- 96
- 97 Adjourned at 8:01 PM



Julie Pioch, Secretary

Date Approved: 11/15/21